eproc.publicprocurement.govmu.org

User Manual for Suppliers for Registration on the e-Procurement System of Government of Mauritius

PROCUREMENT
POLICY
OFFICE

"A world class procurement system for Mauritius"

 This document is the property of Ministry of Finance and Economic Development

Introduction:

All organizations intending to do business with any of the Public Bodies of Government of Mauritius are required to register on the e-Procurement System. The Authorized Person from the organization is required to initiate the process of registration of the organization on the e-Procurement System.

The process of registration requires providing information as specified in the forms on the e-Procurement System. The e-Procurement System is available on eproc.publicprocurement.govmu.org. The System can be accessed using standard browsers such as Internet Explorer and Mozilla Firefox. It is recommended that before you start working on the e-Procurement System, you should ensure that you have the latest version of the browser installed on your computer system. The system also requires installation of latest version of ***JAVA***. To be able to view the system generated documents which are in PDF formats, you are recommended to install ***PDF Reader*** software.

The registration of the organization initiated on the e-Procurement System by the Authorized Person represents the identity of the organization on the e-Procurement System and any transaction executed through the use of Username / Password chosen during the process of registration shall be binding on the organization and its owners and the management.

Note: You are informed to create only one single registration for the same organization on the e-Procurement System. For instance for a group companies, each business unit should be individually registered in the system.

Disclaimer:

Please note that this User Manual is created for the purpose of providing guidance to the Users intending to use the process that is referred in the User Manual. It has been an endeavor to prepare this User Manual by capturing the process flows as well as the mock screens to resemble the process flows and the screens as they appear on the e-Procurement System of Government of Mauritius to the extent possible.

However, it may be possible that the process flows and the mock screens may differ from as what they appear on the e-Procurement System. It shall be the responsibility of the Users to acquaint themselves with the process thoroughly and carry out the transactions on the e-Procurement System as expected. The Users shall ensure that the transactions that are executed on the System are carried out with integrity.

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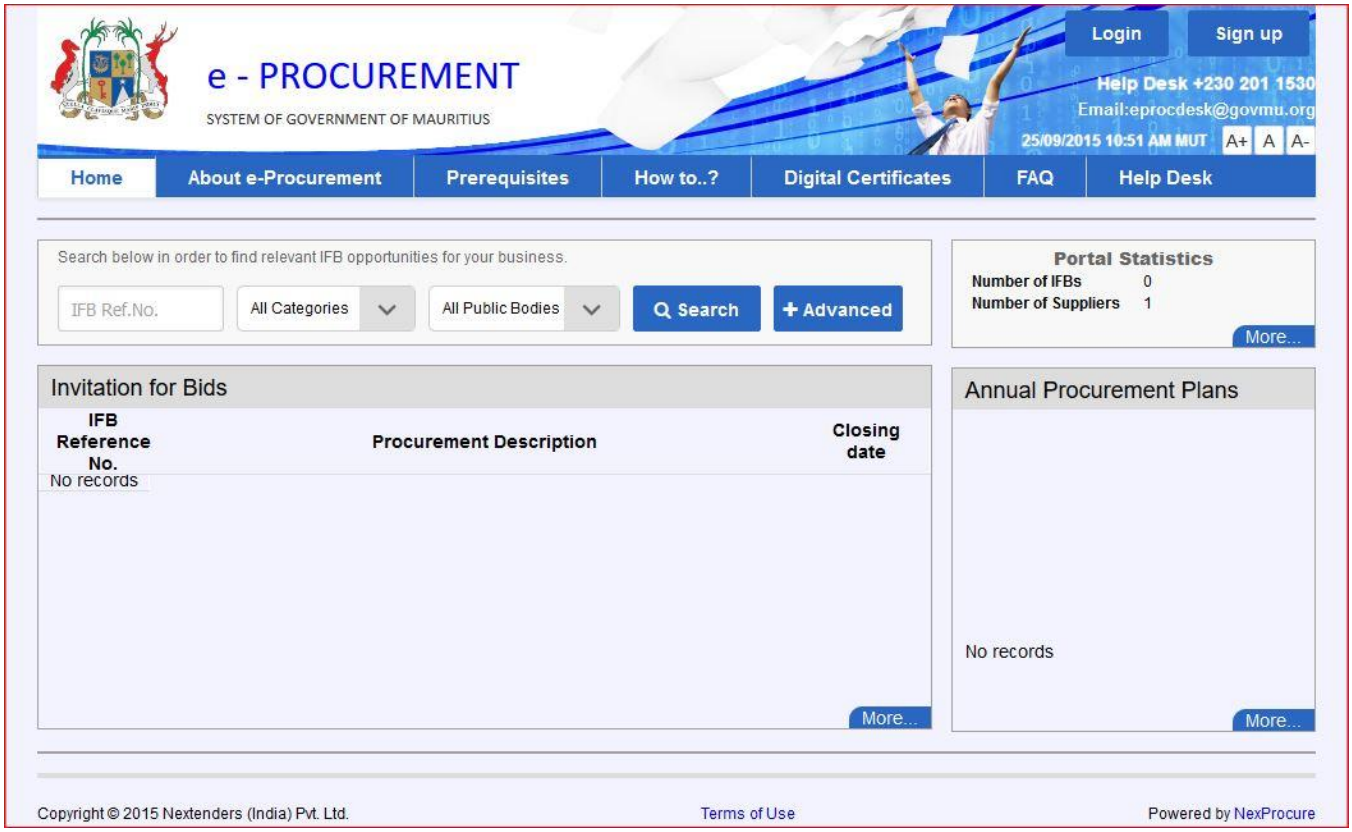
Section A: Supplier registration on the system

Step 1:

On entering the URL (eproc.publicprocurement.govmu.org) of the e-Procurement System portal in the browser, the Home Page of the e-Procurement System will be displayed (as shown in the screen below). You may initiate the process of registration on the System by clicking on **Sign up** appearing on the top of the Home Page.



Step 2:

You will see the screen as shown below. As a part of initiating the process of registration of your organization on the System, you are required to fill in the information for all the mandatory boxes (fields) marked with '*' sign as shown in the screen.

Before you are allowed to proceed with the process of creating the ***User Account***, you are required to enable the check box next to the link – ***I have read and accept the Terms of Use***. This is mandatory. The enabling of the check box next to the link – ***I have read and accept the Terms of Use*** implies your acceptance to the ***Terms of Use*** as set out by Ministry of Finance and Economic Development for the use of e-Procurement System. You are advised to go through the ***Terms of Use*** thoroughly and understand your responsibilities arising out of acceptance of ***Terms of Use*** before you provide your acceptance.

Click on ***SIGN ME UP*** button after enabling the check box. This will create the ***User Account*** of your organization on the e-Procurement System.

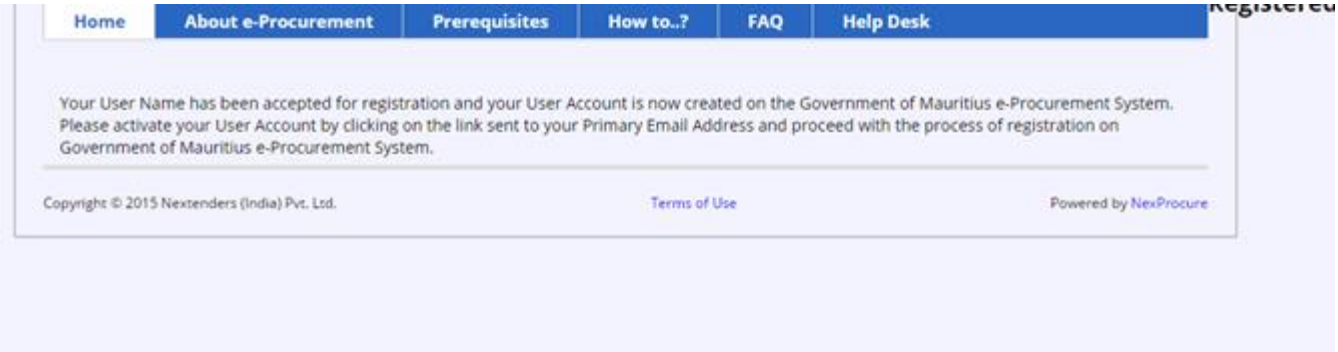
Should you choose to not to enable the check box next to the link – ***I have read and accept the Terms of Use*** for any reason implying your non – acceptance of the ***Terms of Use***, your ***User Account*** will not be created.

Step 3:

You will see the screen as shown below. You will also be sent a System generated email to the Primary Email (and Secondary Email, if provided in the ***SIGN ME UP*** form) confirming the creation of your User Account along with a website link. Please click on the website link provided in the email to activate your ***User Account*** on the System.

Please note that it may take up to 30 to 60 minutes to receive the email. It may also be possible that the email that is sent by the System is received in the ***Junk*** or ***Spam*** folders of the email service instead of ***Inbox*** folder. This is dependent on the policies imposed by the email service providers. You are recommended to add the email address (eproc@govmu.org) to the address book / contact list of your email service to avoid System generated emails being received in ***Junk*** or ***Spam*** folders of the email service.

Despite all attempts, if you still do not receive the System generated email, you may please contact the Helpdesk Support Team of Procurement Policy Office.


Home
About e-Procurement
Prerequisites
How to..?
FAQ
Help Desk
Your User Name has been accepted for registration and your User Account is now created on the Government of Mauritius e-Procurement System.
Please activate your User Account by clicking on the link sent to your Primary Email Address and proceed with the process of registration on Government of Mauritius e-Procurement System.
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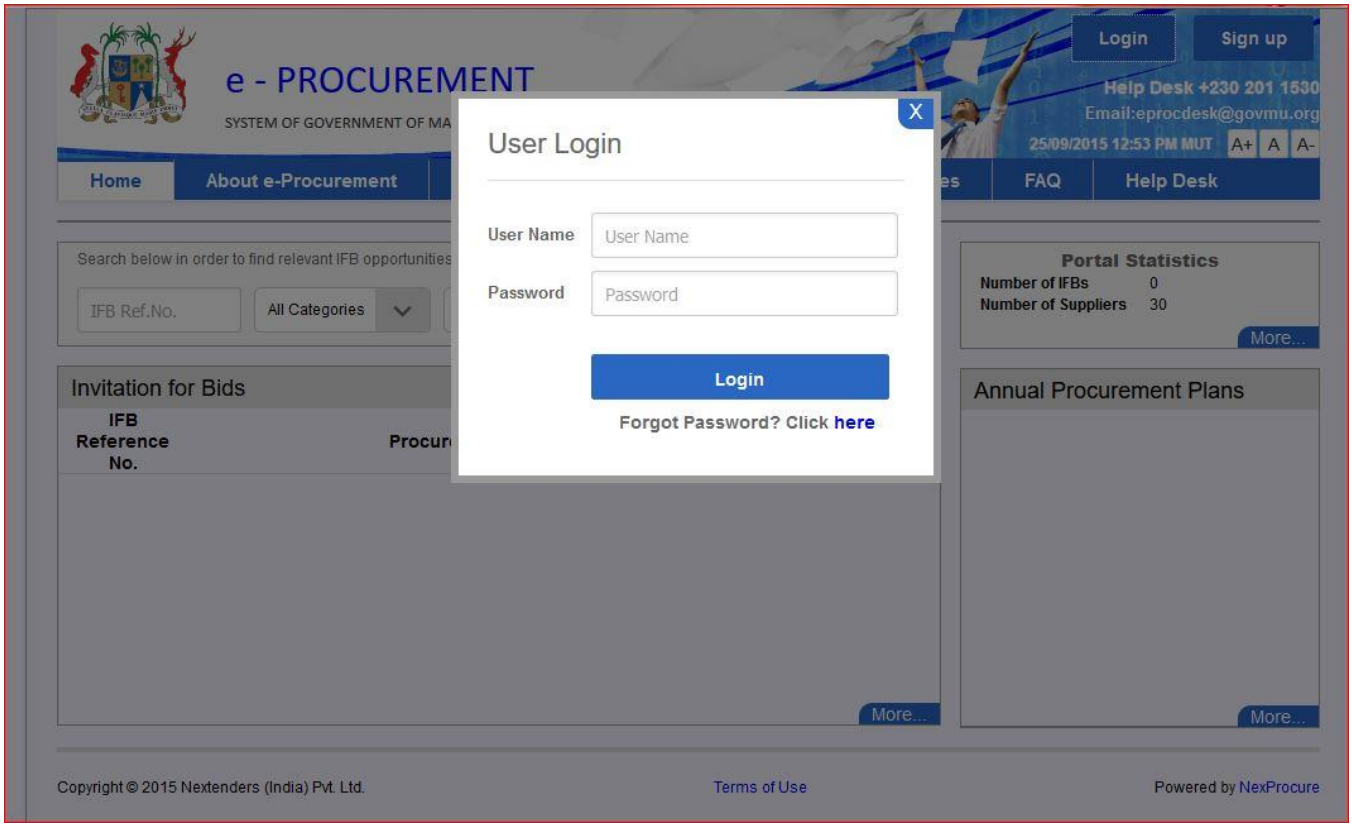
Terms of Use
Powered by NexProcure

Step 4:

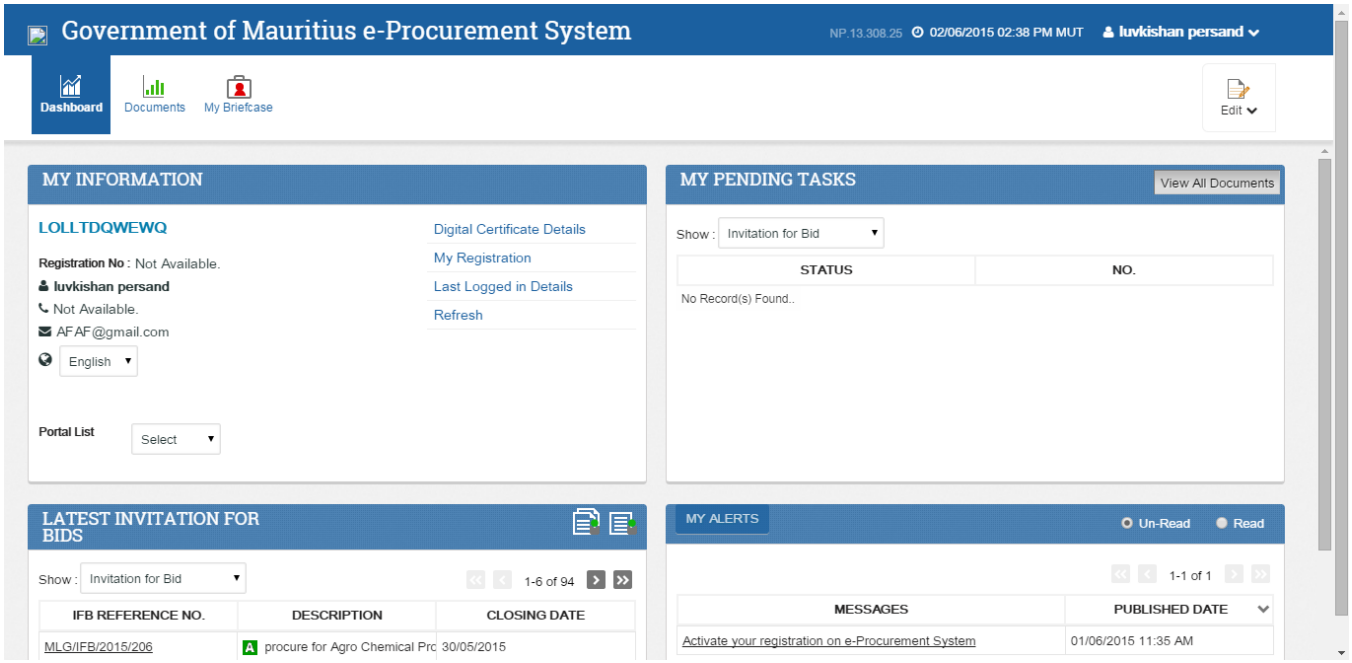
You are now required to login to the System using your User Name and password (as entered by you at the time of initiating the process of registration on the System).



Step 5:

You will be directed to your organization's dashboard that is linked to your User Account (as shown in the screen below). Please note that from now on every time you login with your Username on the System, you will be directed to your organization's dashboard (except in case where your account is disabled for any reasons by the Central Registration Body). The dashboard allows you to view the information related to your organization, allows you to initiate transactions, view your pending tasks, view available Invitation to Bids / Expression of Interests and view your system generated alerts. For more information on the available categories of registration, please see the information published in the link ***FREQUENTLY ASKED QUESTIONS*** on the ***Home Page*** of the System.

To initiate the process of registration of your organization on the System, please click on link – ***My Registration***.

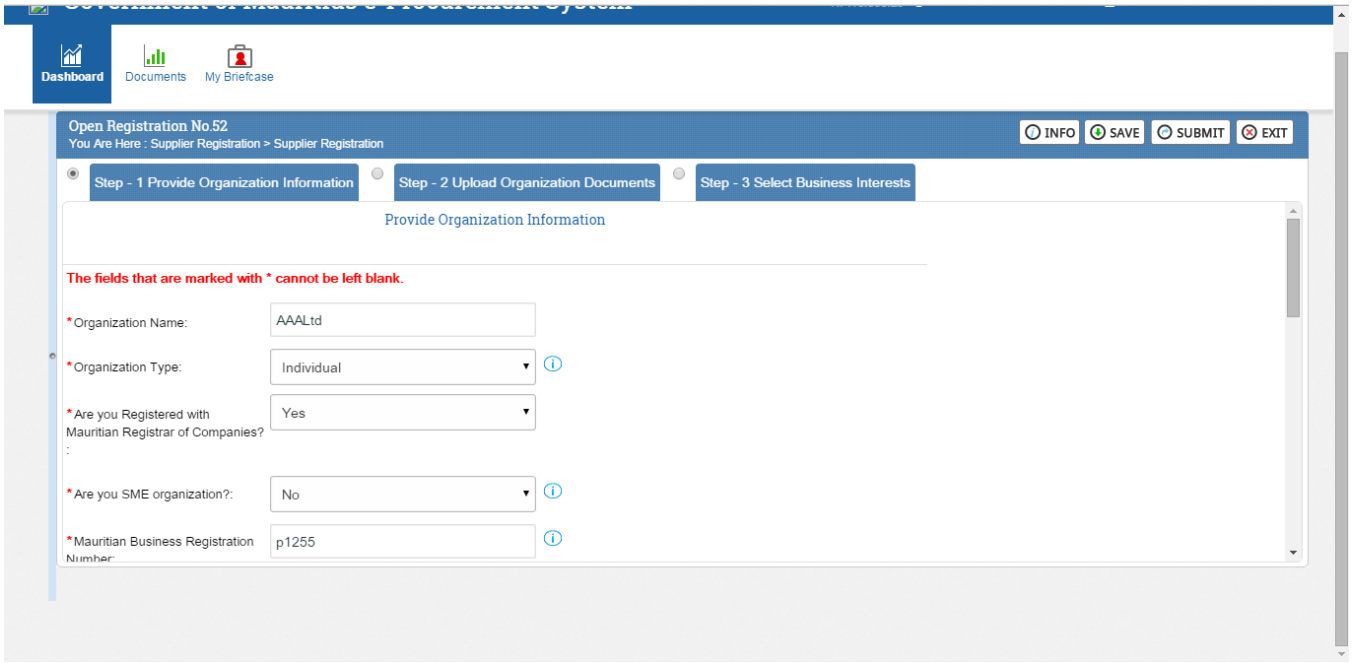


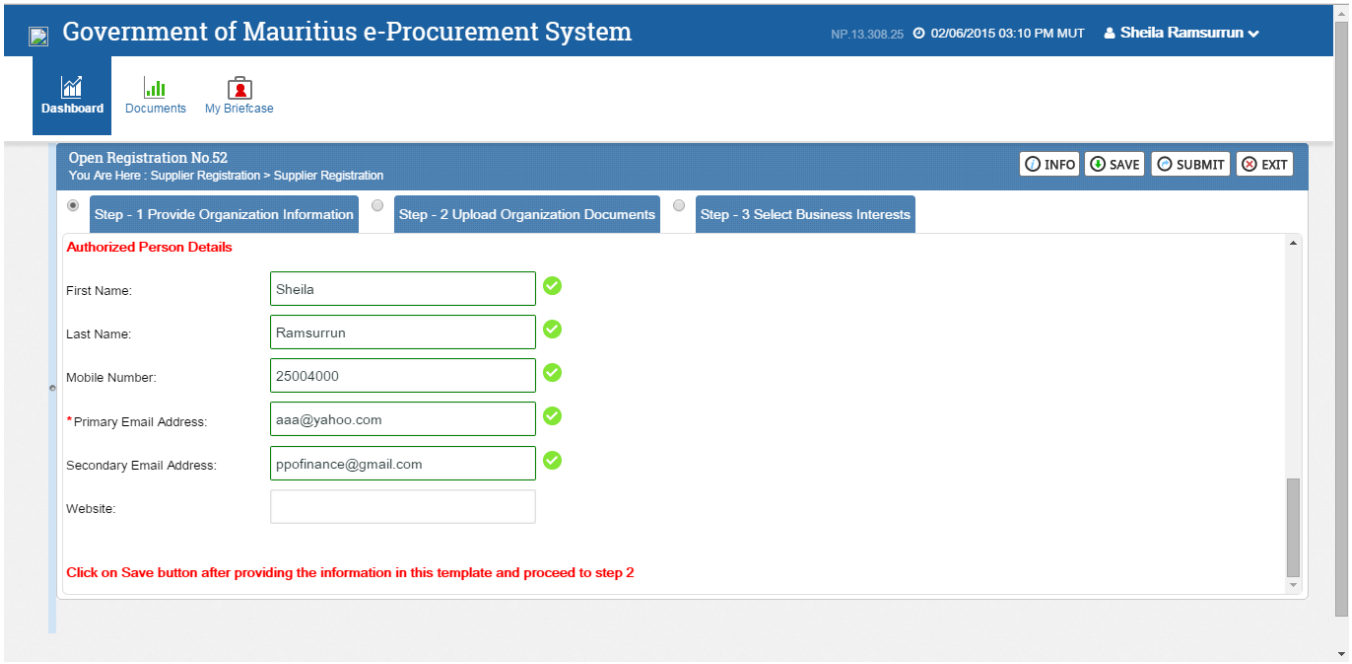
Step 6:

You will be shown a screen as below wherein you will see the list of forms (Step 1, Step 2 and Step 3) for which you are expected to provide your organization information. You will be required to provide the necessary information and upload documents as relevant to your organisation in the forms. It is mandatory to provide information in the fields that are marked with **(*)** sign. The **(i)** mark symbol next to each field provides guidance in form of suggestions on the information that is expected to be filled in the information fields.

In cases where the information that is provided in the field is as per format that is expected, you will see a (***green***) check mark appearing next to the field or, else, you will see a (***red***) check mark appearing next to the field. In case of a (***red***) check mark appearing, you will need to review the information that has been provided and make sure it is in the right format.

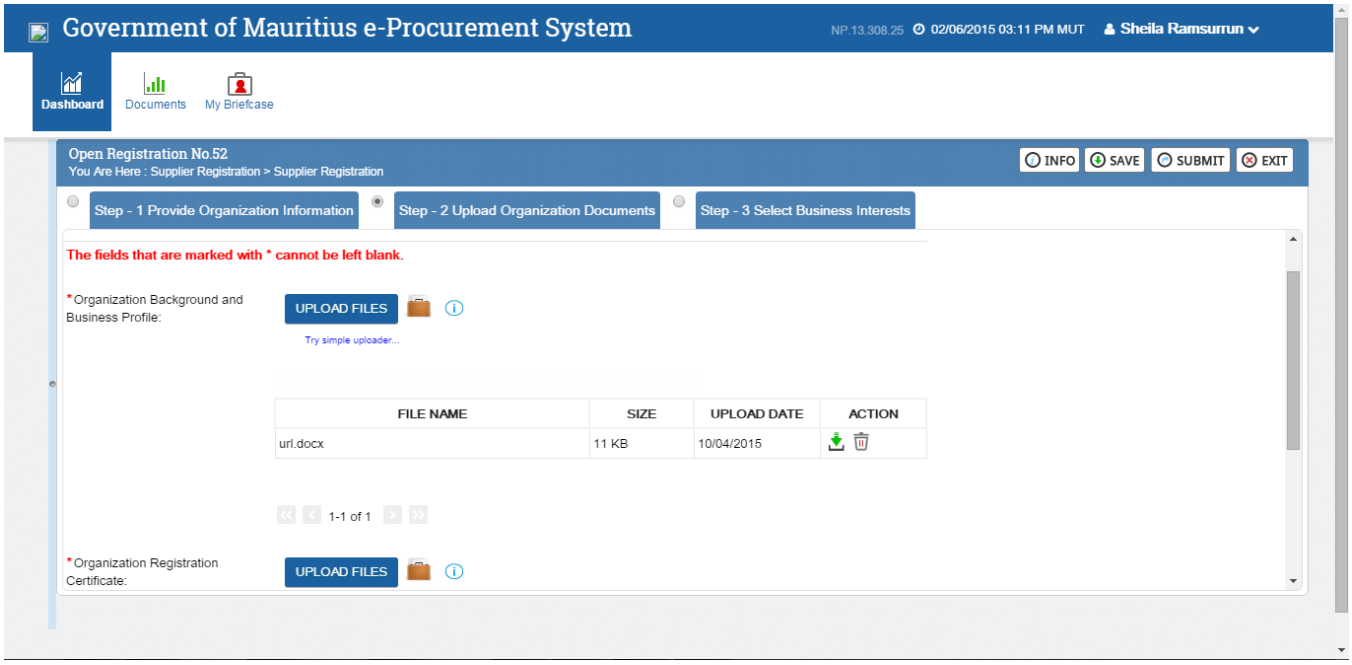
After completion of filling in information of each form step wise, you are advised to click on the ***Save*** button. This will prevent you from losing your information due to disruption of internet connectivity or electricity and also allow you to leave the process of completing your application for registration midway (should you choose to come back at a later time to complete it). You may continue with the preparation of your application for registration at any time later by again logging into the System and proceeding through the ***My Registration Details*** link appearing in the dashboard.




Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:10 PM MUT
Sheila Ramsurrun
Dashboard
Documents
My Briefcase
Open Registration No.52
You Are Here : Supplier Registration > Supplier Registration
INFO
SAVE
SUBMIT
EXIT
Step - 1 Provide Organization Information
Step - 2 Upload Organization Documents
Step - 3 Select Business Interests
Authorized Person Details
First Name:
Sheila
Last Name:
Ramsurrun
Mobile Number:
25004000
*Primary Email Address:
aaa@yahoo.com
Secondary Email Address:
ppofinance@gmail.com
Website:
Click on Save button after providing the information in this template and proceed to step 2

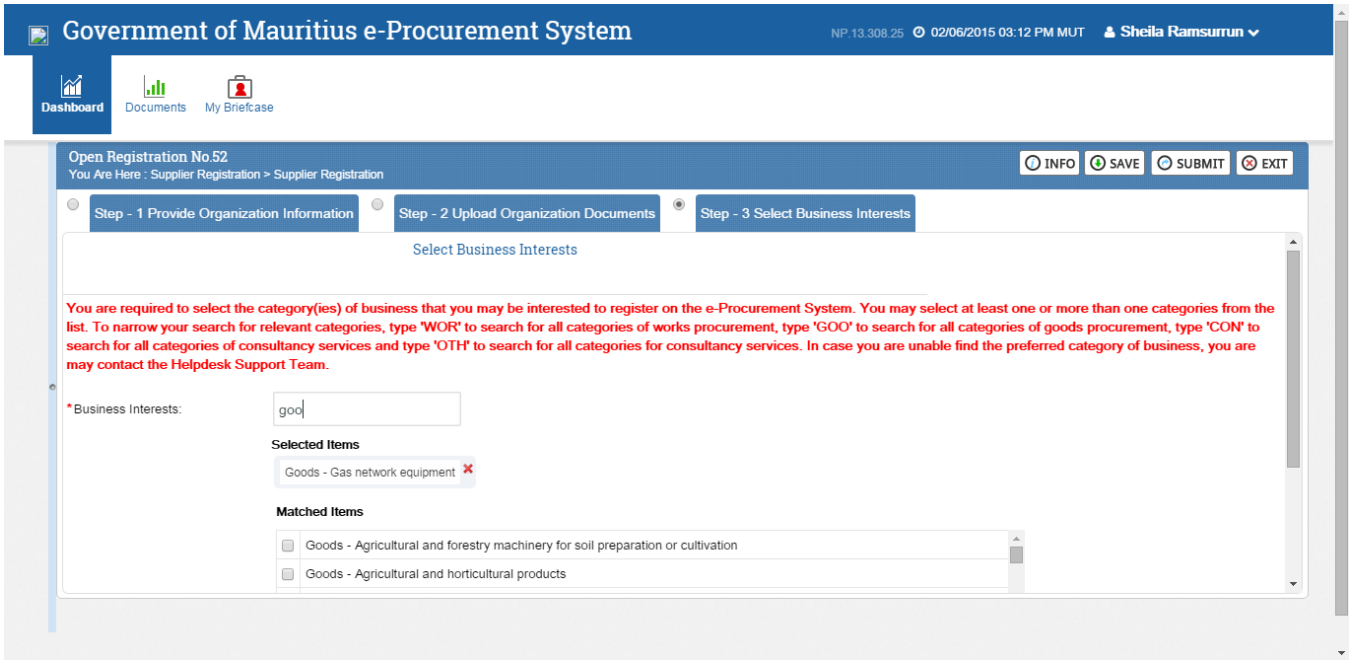
Step 7:

After completing ***Step 1 – Provide Organization Information***, click on the ***Save*** button and go to ***Step 2 – Upload Organization Documents***. You may upload the documents as required.



Step 8:

After completing ***Step 2 – Upload Organization Documents***, click on the ***Save*** button and go to ***Step 3 – Select Business Interests***. You may select the relevant ***Business Interests*** from the options available.

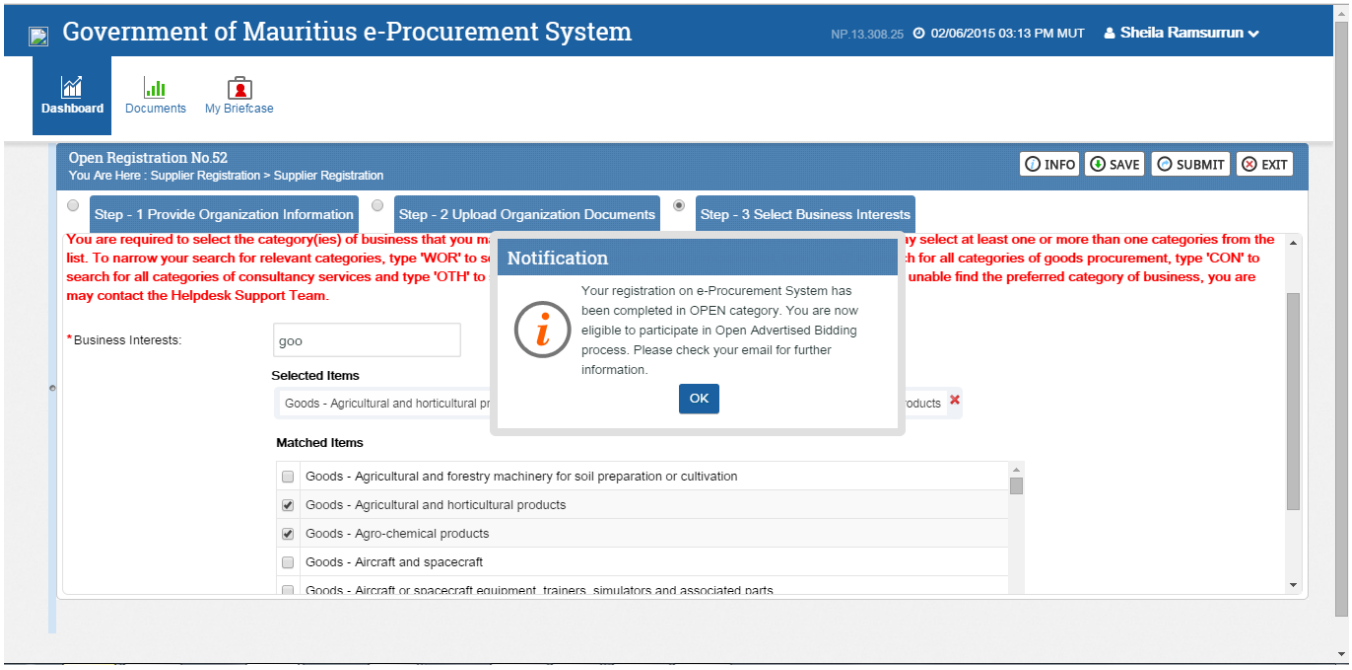

Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:12 PM MUT
Sheila Ramsurrun
Dashboard
Documents
My Briefcase
Open Registration No.52
You Are Here : Supplier Registration > Supplier Registration
INFO
SAVE
SUBMIT
EXIT
Step - 1 Provide Organization Information
Step - 2 Upload Organization Documents
Step - 3 Select Business Interests
Select Business Interests
You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your search for relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type 'OTH' to search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.
*Business Interests:
goo
Selected Items
Goods - Gas network equipment
Matched Items
Goods - Agricultural and forestry machinery for soil preparation or cultivation
Goods - Agricultural and horticultural products

Step 9:

On completing the process of providing the required information, uploading the necessary documents and selecting the options in Business Interests (in Step 1, Step 2 and Step 3), you are required to click on ***Submit*** button. After clicking on the ***Submit*** button, your registration will be auto-approved in the ***OPEN*** category and you will be sent a confirmatory email by the System.

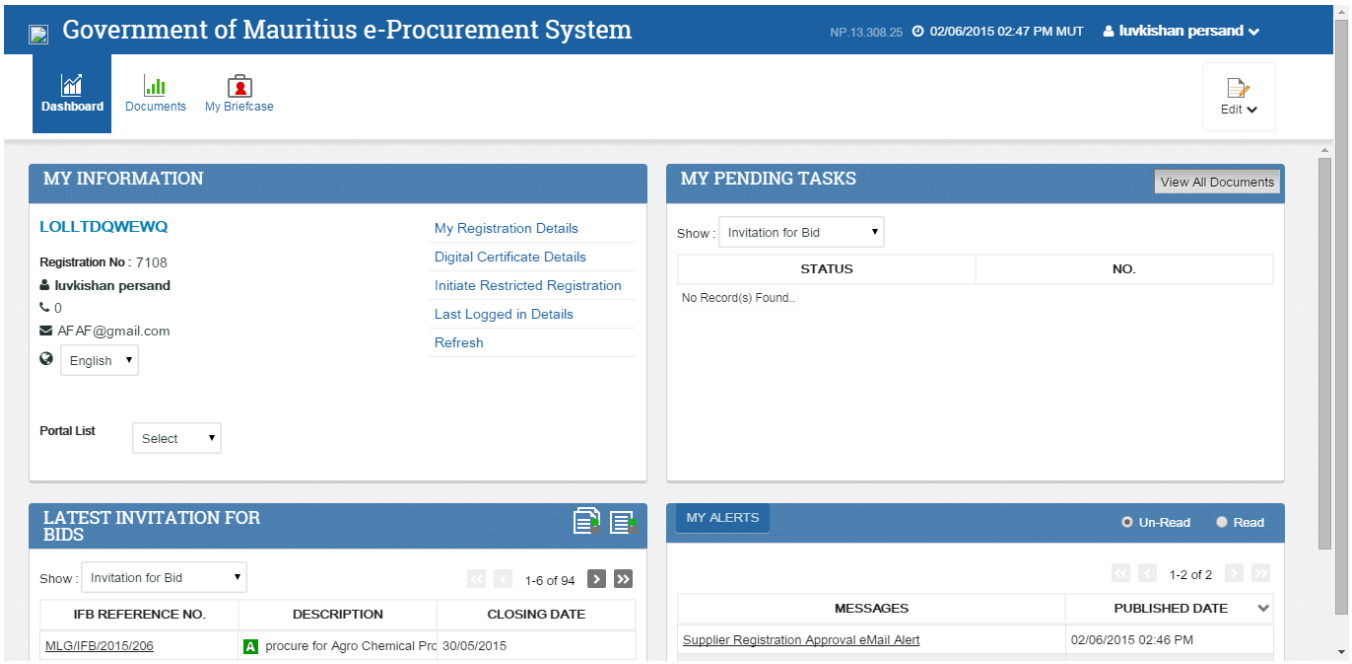
At any time, in case there is any change in the information submitted by you during the process of registration, you may update the information by using the ***My Registration Details*** link appearing on the organization dashboard. The updated information will appear from the time you submit the information on the System.

After you have completed the process of registration in the ***OPEN*** category, i.e. for ***Open Advertised Bidding*** (OAB), you will also be provided access to the '***Briefcase***' functionality. The briefcase allows you to store your documents / files online to be used to upload your documents, during the process of registration as well as during the online bidding process.


Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:13 PM MUT
Sheila Ramsurrun
Dashboard
Documents
My Briefcase
Open Registration No.52
You Are Here : Supplier Registration > Supplier Registration
INFO
SAVE
SUBMIT
EXIT
Step - 1 Provide Organization Information
Step - 2 Upload Organization Documents
Step - 3 Select Business Interests
Notification
Your registration on e-Procurement System has been completed in OPEN category. You are now eligible to participate in Open Advertised Bidding process. Please check your email for further information.
OK
Business Interests:
goo
Selected Items
Matched Items
Goods - Agricultural and forestry machinery for soil preparation or cultivation
Goods - Agricultural and horticultural products
Goods - Agro-chemical products
Goods - Aircraft and spacecraft

Step 10:

You are now recommended to register your organization in ***RESTRICTED*** category. Your registration in ***RESTRICTED*** category allows you as a Supplier to participate in ***Restricted Bidding*** exercises and ***Request for Seal Quotation***. In order to proceed for registration in ***RESTRICTED*** category, you may click on ***Initiate*** **Restricted Registration** link appearing on the organization dashboard. For understanding the benefits of empanelling your organization with the ***Central Registration Body***, you may kindly refer to the ***FREQUENTLY ASKED QUESTIONS*** published on the Home Page of the e-Procurement System.

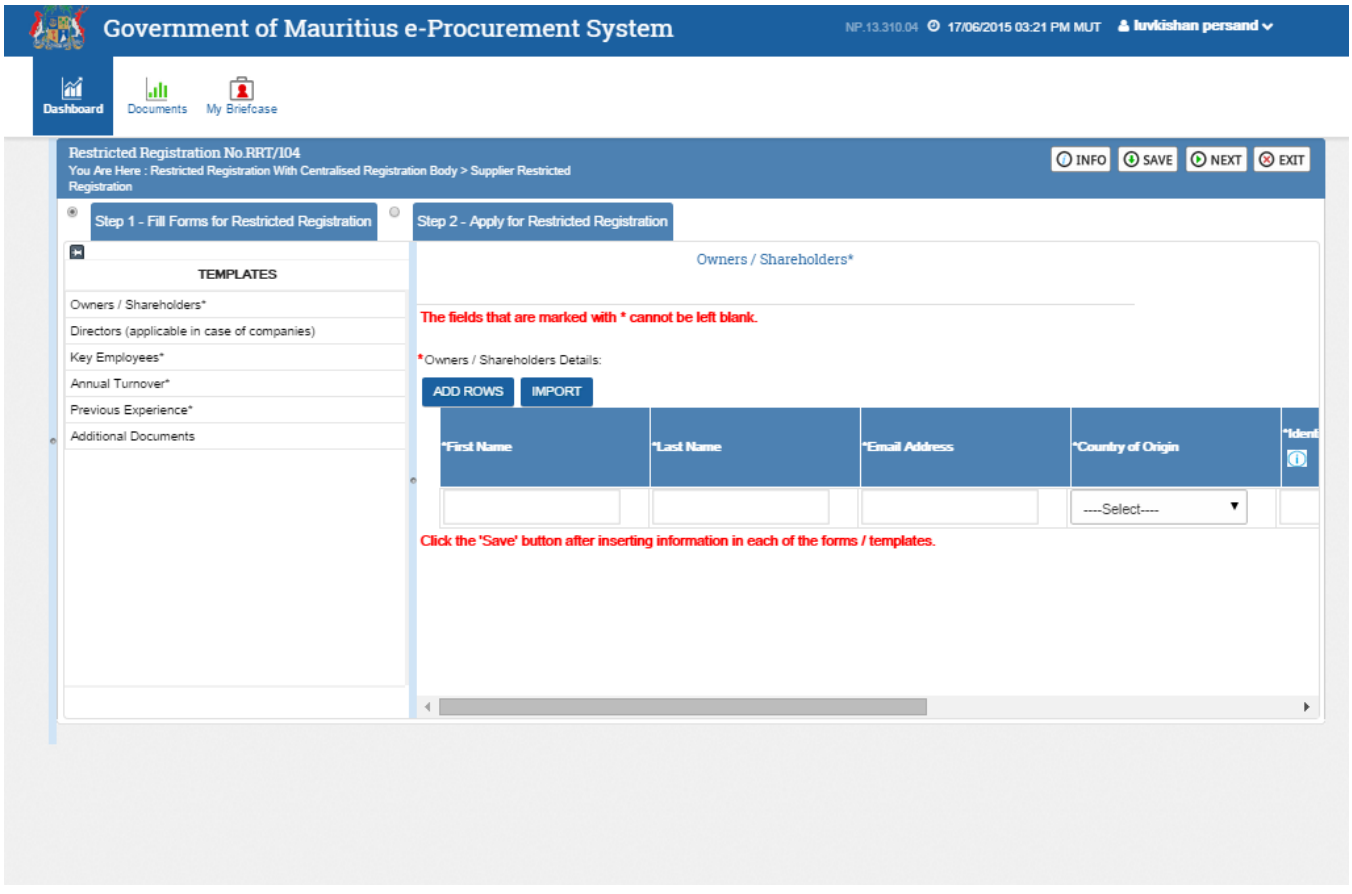


Step 11:

You will see the screen as below along with several forms. You will be required to provide the necessary information and upload documents as relevant to your organisation in the forms. It is mandatory to provide information in the fields that are marked with (*****) sign. The (**i**) mark symbol next to each field provides guidance in form of guidance on the information that is expected to be filled in the information fields.

After completion of filling in information of each form, you are advised to click on the ***Save*** button. This will prevent you from losing your information due to disruption of internet connectivity or electricity and also allow you to leave the process of completing your application for registration midway (should you choose to come back at a later time to complete it). You may continue with the preparation of your application for registration in ***RESTRICTED*** category at any time later through the ***My Document-→ Select Restricted → Click on Proceed***.

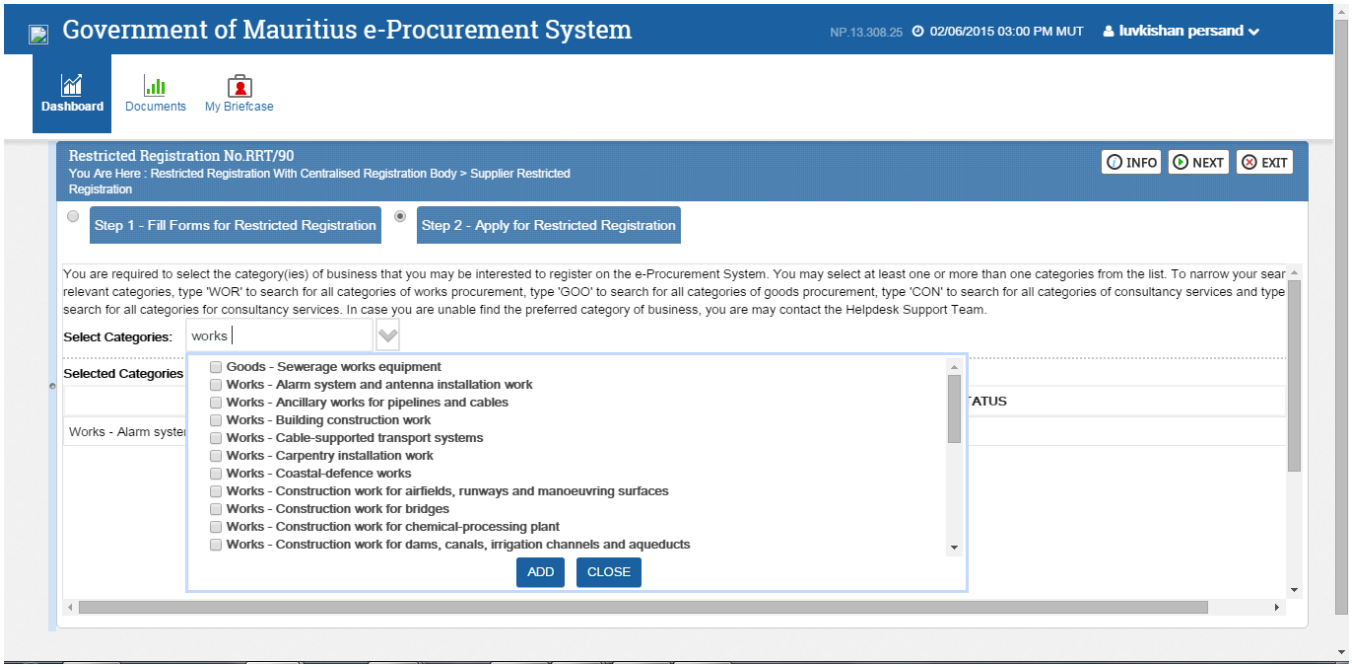
After completing the information for all the forms (templates) in ***Step 1 – Fill Forms for Restricted***, click on ***Step 2 – Apply for Restricted***.



Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 02:51 PM MUT
luvkishan persand
Dashboard
Documents
My Briefcase
Restricted Registration No.RRT/90
You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration
INFO
SAVE
NEXT
EXIT
Step 1 - Fill Forms for Restricted Registration
Step 2 - Apply for Restricted Registration
TEMPLATES
Owners / Shareholders*
Directors (applicable in case of companies)
Key Employees*
Annual Turnover*
Previous Experience*
Additional Documents
Owners / Shareholders*
The fields that are marked with * cannot be left blank.
*Owners / Shareholders Details:
ADD ROWS
IMPORT
*First Name
*Last Name
*Email Address
*Country of Origin
s
Persand
luv@gmail.com
Mauritius
Click the 'Save' button after inserting information in each of the forms / templates.

Step 12:

You will see the screen as below. You are required to choose the list of categories that you would like your organization to be empaneled for with the Central Registration Body.


Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:00 PM MUT
luvkishan persand
Dashboard
Documents
My Briefcase
Restricted Registration No.RRT/90
You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration
INFO
NEXT
EXIT
Step 1 - Fill Forms for Restricted Registration
Step 2 - Apply for Restricted Registration
You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your sear
relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type
search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.
Select Categories:
works
Selected Categories
Goods - Sewerage works equipment
Works - Alarm system and antenna installation work
Works - Ancillary works for pipelines and cables
Works - Building construction work
Works - Cable-supported transport systems
Works - Carpentry installation work
Works - Coastal-defence works
Works - Construction work for airfields, runways and manoeuvring surfaces
Works - Construction work for bridges
Works - Construction work for chemical-processing plant
Works - Construction work for dams, canals, irrigation channels and aqueducts
ADD
CLOSE

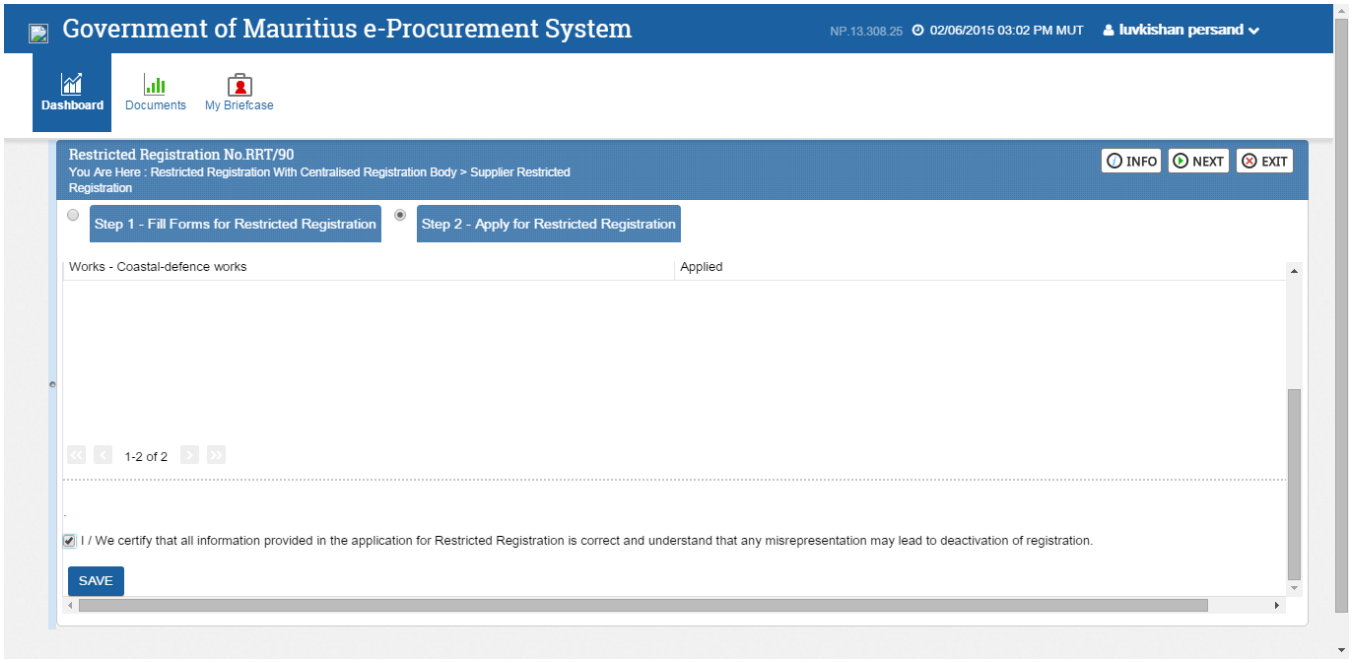
Step 13:

The categories, in which you have applied for Restricted, will appear as shown in the screen below.

Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:01 PM MUT
luvkishan persand
Dashboard
Documents
My Briefcase
Restricted Registration No.RRT/90
You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration
INFO
NEXT
EXIT
Step 1 - Fill Forms for Restricted Registration
Step 2 - Apply for Restricted Registration
You are required to select the category(ies) of business that you may be interested to register on the e-Procurement System. You may select at least one or more than one categories from the list. To narrow your sear
relevant categories, type 'WOR' to search for all categories of works procurement, type 'GOO' to search for all categories of goods procurement, type 'CON' to search for all categories of consultancy services and type
search for all categories for consultancy services. In case you are unable find the preferred category of business, you are may contact the Helpdesk Support Team.
Select Categories:
Selected Categories
CATEGORY
STATUS
Works - Alarm system and antenna installation work
Applied
Works - Coastal-defence works
Applied

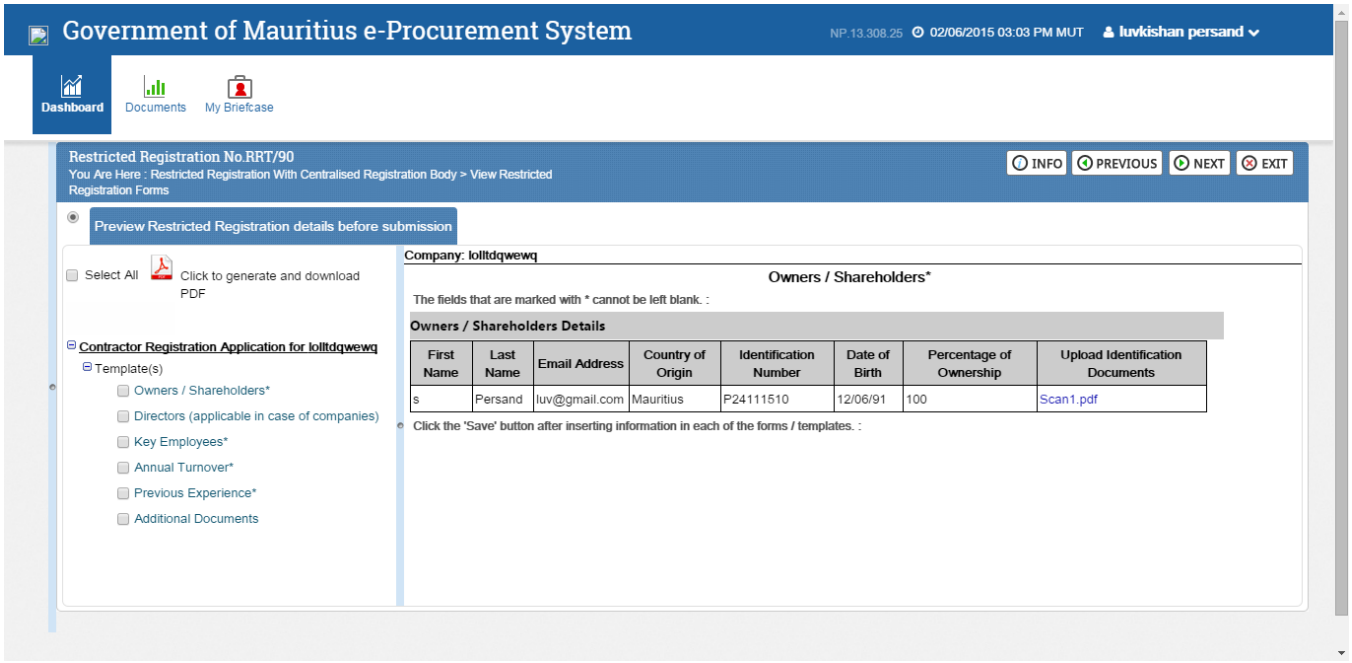
Step 14:

After you have chosen all the relevant categories for Restricted, you are required to click on the check box – I/We certify that all information provided in the application for Restricted Registration is correct and understand that any misrepresentation may lead to deactivation of registration . This is mandatory. After enabling the check mark, you may click on the ***Next*** button. In case you have missed on providing information for a field that is mandatory, you will be alerted by the System.


Government of Mauritius e-Procurement System
NP.13.308.25
02/06/2015 03:02 PM MUT
luvkishan persand
Dashboard
Documents
My Briefcase
Restricted Registration No.RRT/90
You Are Here : Restricted Registration With Centralised Registration Body > Supplier Restricted Registration
INFO
NEXT
EXIT
Step 1 - Fill Forms for Restricted Registration
Step 2 - Apply for Restricted Registration
Works - Coastal-defence works
Applied
1-2 of 2
I / We certify that all information provided in the application for Restricted Registration is correct and understand that any misrepresentation may lead to deactivation of registration.
SAVE

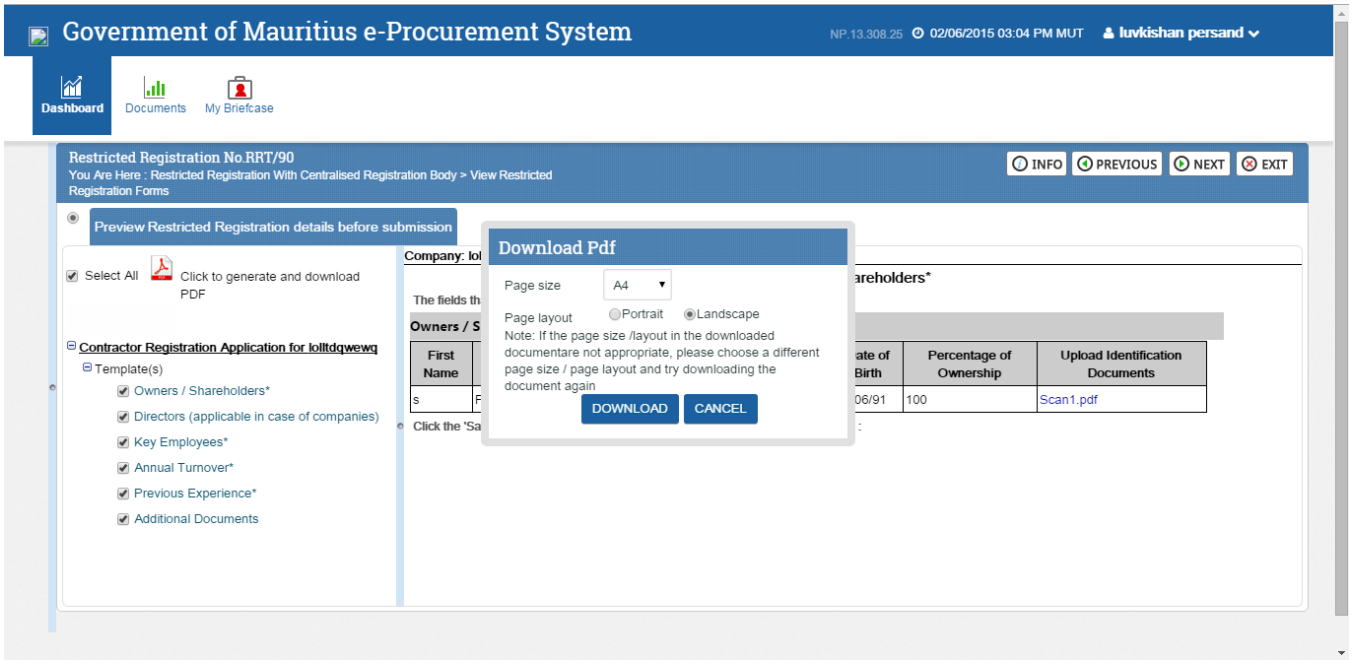
Step 15:

After clicking on the Next button, you will see the screen as below along with the information provided in all the forms. You may review the information provided by you. Should you need to update any information, you may do so by pressing the ***Previous*** button.



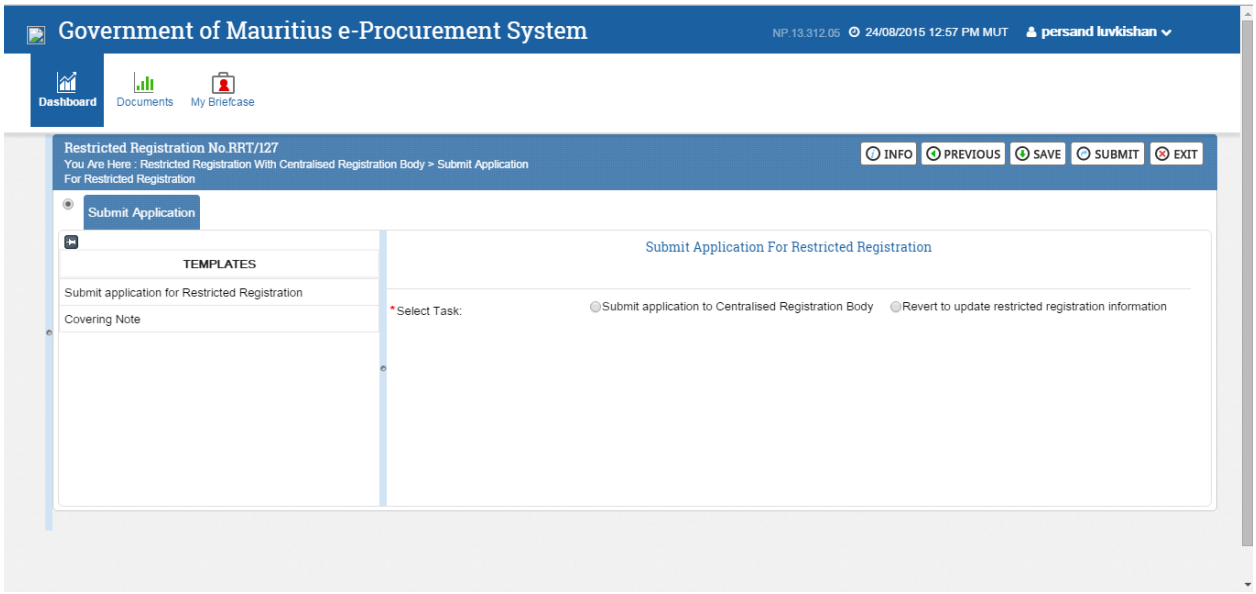
Step 16:

In case you would like to save a copy of the Restricted information provided, you may do so by selecting the list of templates and clicking the link – ***Click to generate and download PDF***.



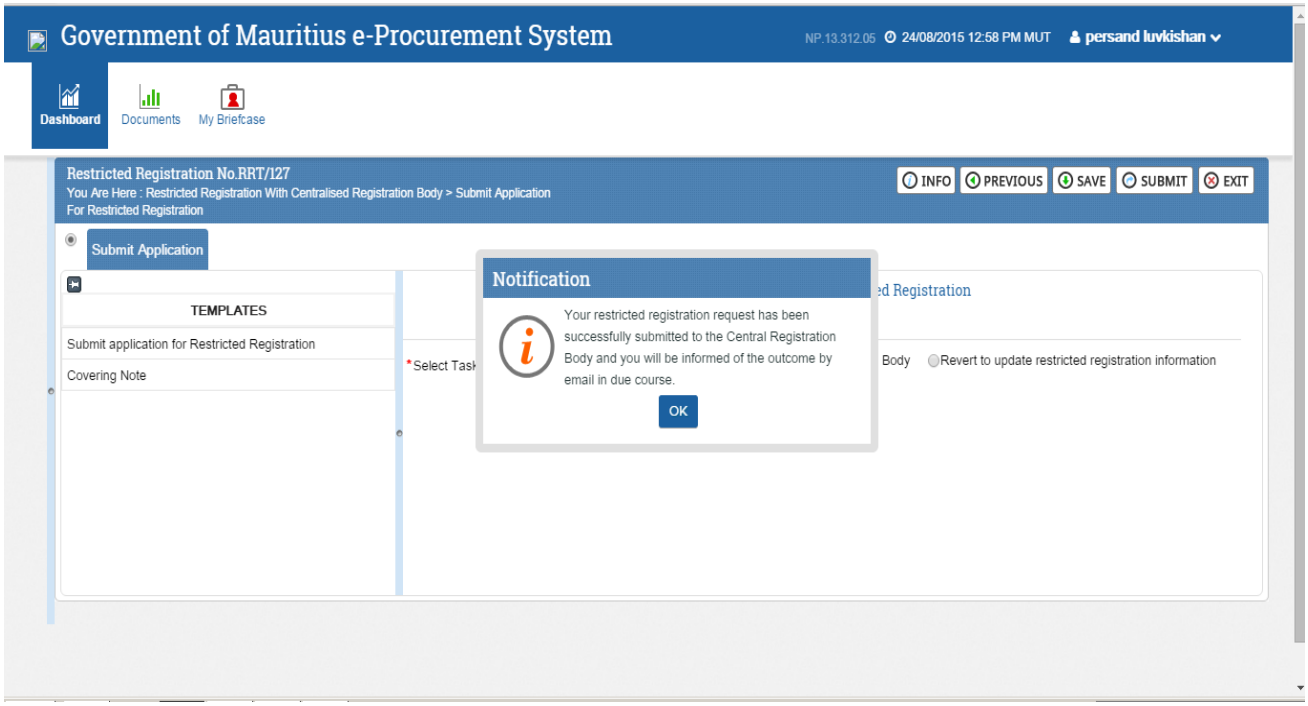
Step 17:

You will see the screen as below. You may choose the option – ***Send Restricted Request for Approval*** to submit your Restricted application to Central Registration Body. Should you want to modify the Restricted information, you may choose the option – ***Revert for Updating of Restricted Details***.



Step 18:

On completing the process of providing the required information and uploading the necessary documents, you are required to click on ***Submit*** button. After clicking on the ***Submit*** button, you will see a notification message on your screen. You may click on the ***OK*** button. Your application for Restricted has now been forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.



Step 19:

After the assessment of your application for Restricted and approval, your organization status would change to registered in ***RESTRICTED*** category on the System.

After the approval of Restricted by Central Registration Body, in case there is any change in the information submitted by you during the process of application for Restricted, you may update the information by going under the ***Documents*** section of the dashboard, select ***Restricted*** option appearing under dropdown menu. You may click on the ***Proceed*** link next to the Restricted document reference under ***Actions*** column. After modifying the information (as and where applicable) and submission, the updated information will be required to be assessed by the Central Registration Body.

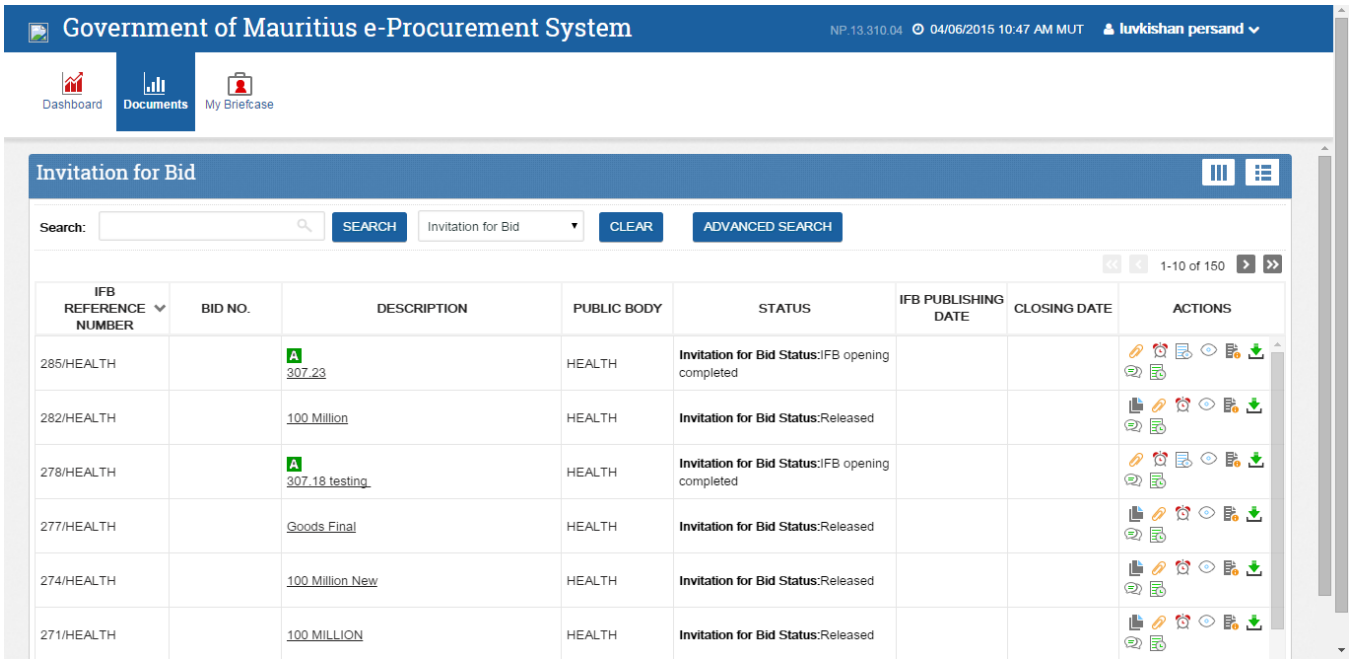
Section B: Providing clarification / additional information

Step 1:

During the process of assessment of your application for Restricted, Central Registration Body may seek clarification or additional information, in case if required. In such a case, Central Registration Body will send the application for Restricted back to you and you will be sent a System generated email which will be sent to your Primary Email Address (and Secondary email address, if provided at the time of initiation of registration).

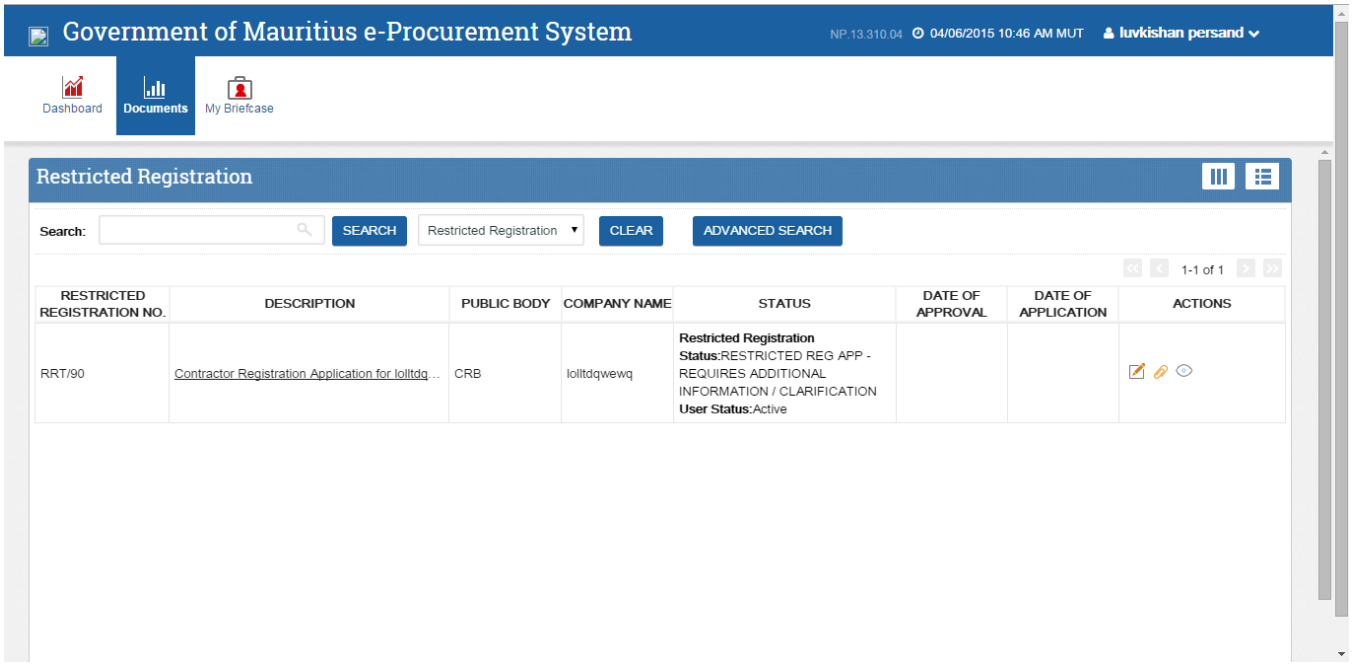
Step 2:

In case where you have received an alert wherein the Central Registration Body requires any clarification / additional information from your side, you may login to the System. After login, you will be directed to your organization's dashboard. On your dashboard, click on ***Documents*** icon.



Step 3:

After clicking on ***Documents*** icon, ***View All Documents*** page will be displayed. You are required to select ***Restricted Registration*** option from the dropdown menu to view the application for Restricted sent back by Central Registration Body.

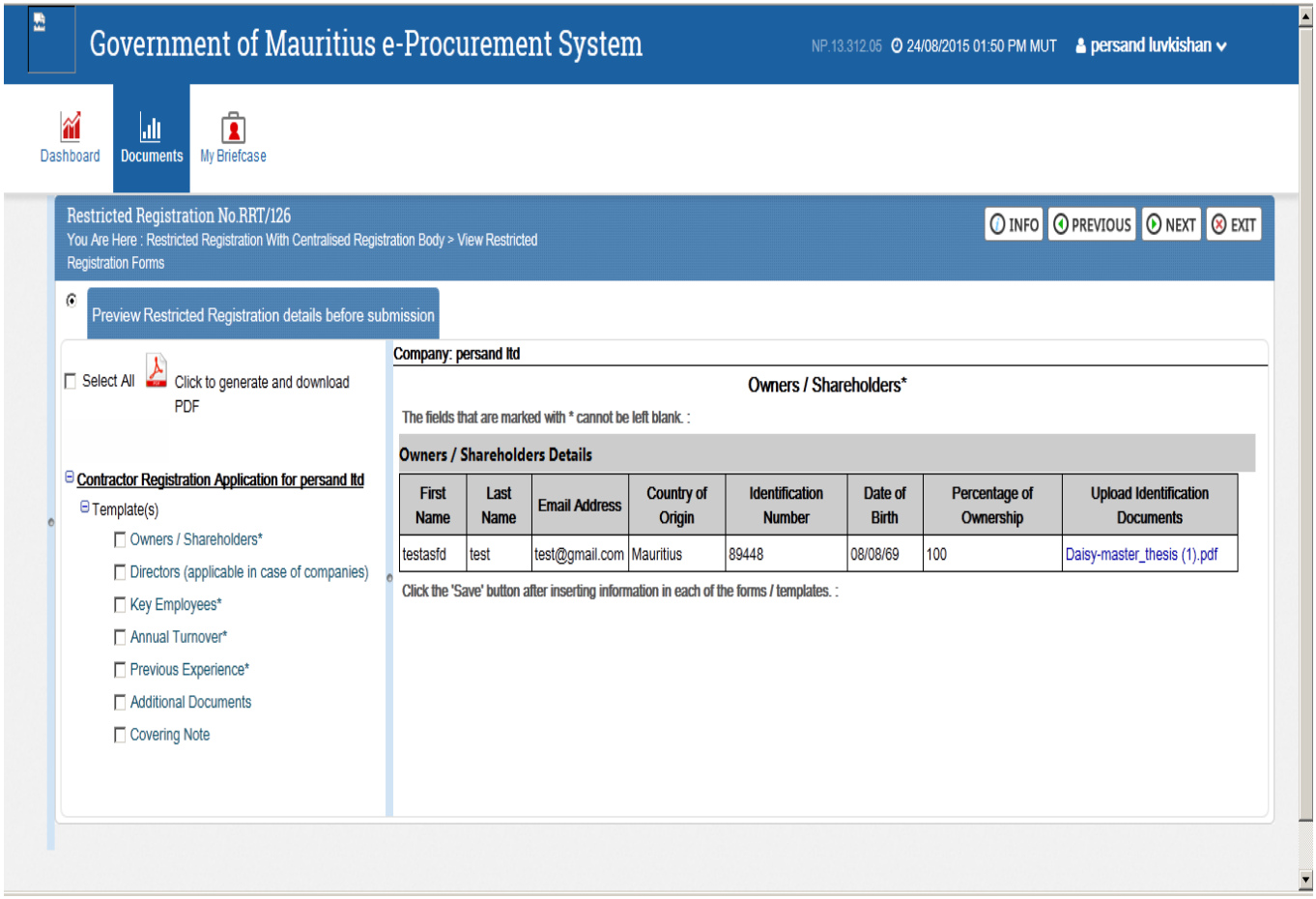


Step 4:

After your application for Restricted is displayed, you may click on ***Proceed*** link appearing in the ***ACTIONS*** column.

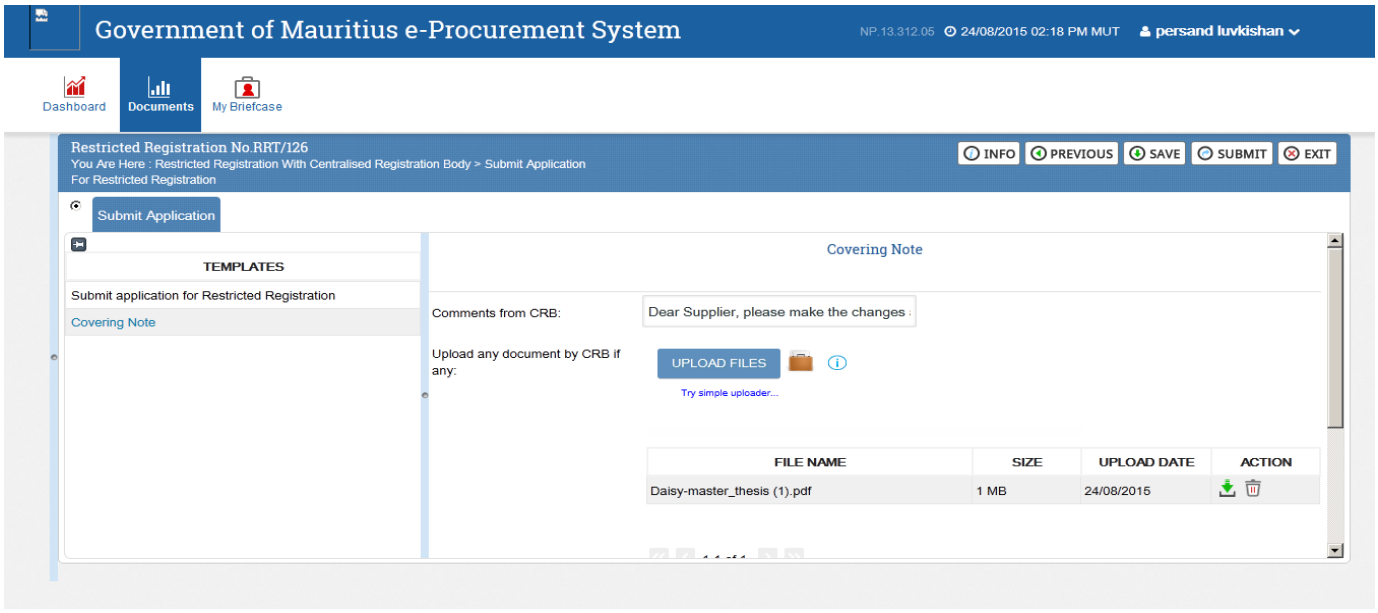
Step 5:

After clicking on the ***Proceed*** link, you will be shown list of Restricted forms filled and submitted by you to Central Registration Body.



Step 6:

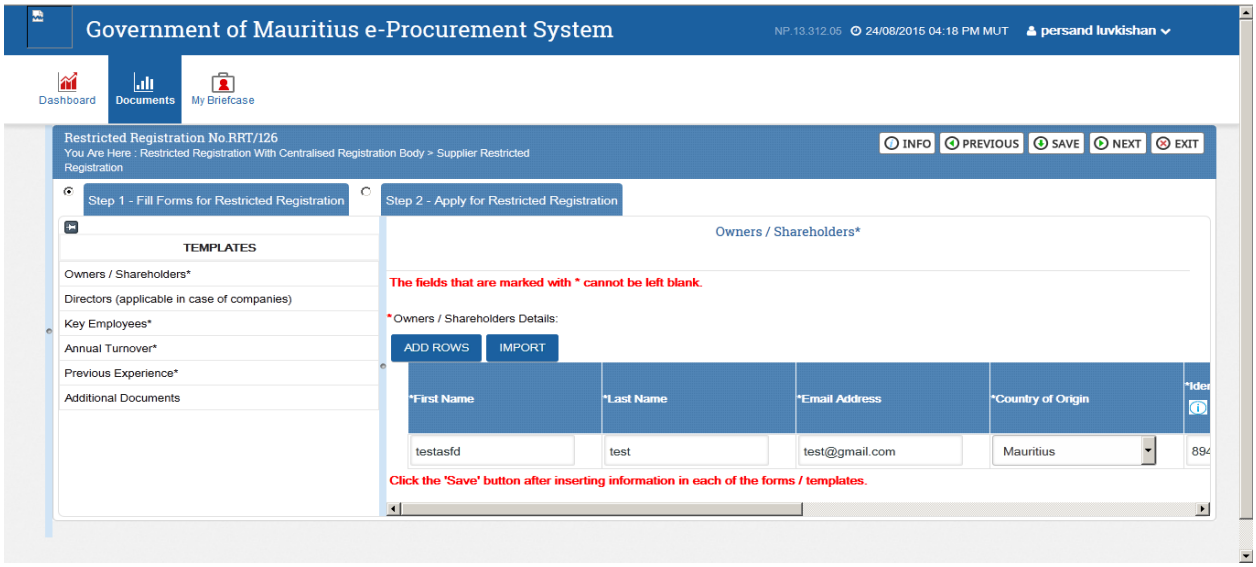
You may provide your response on the ***Covering Note*** by responding to the comments of the Central Registration Body. Your response must be provided on the field ***Comments from Supplier.*** Click on ***Save***.



Step 7: On completing the process of providing the required information / clarification and uploading the necessary documents, you are required to follow the same process as required to submit a new application for Restricted by clicking on the ***Submit application for Restricted Registration*** and choose ***Revert to update registration information***. After clicking on the ***Submit*** button, your application for Restricted will be forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.

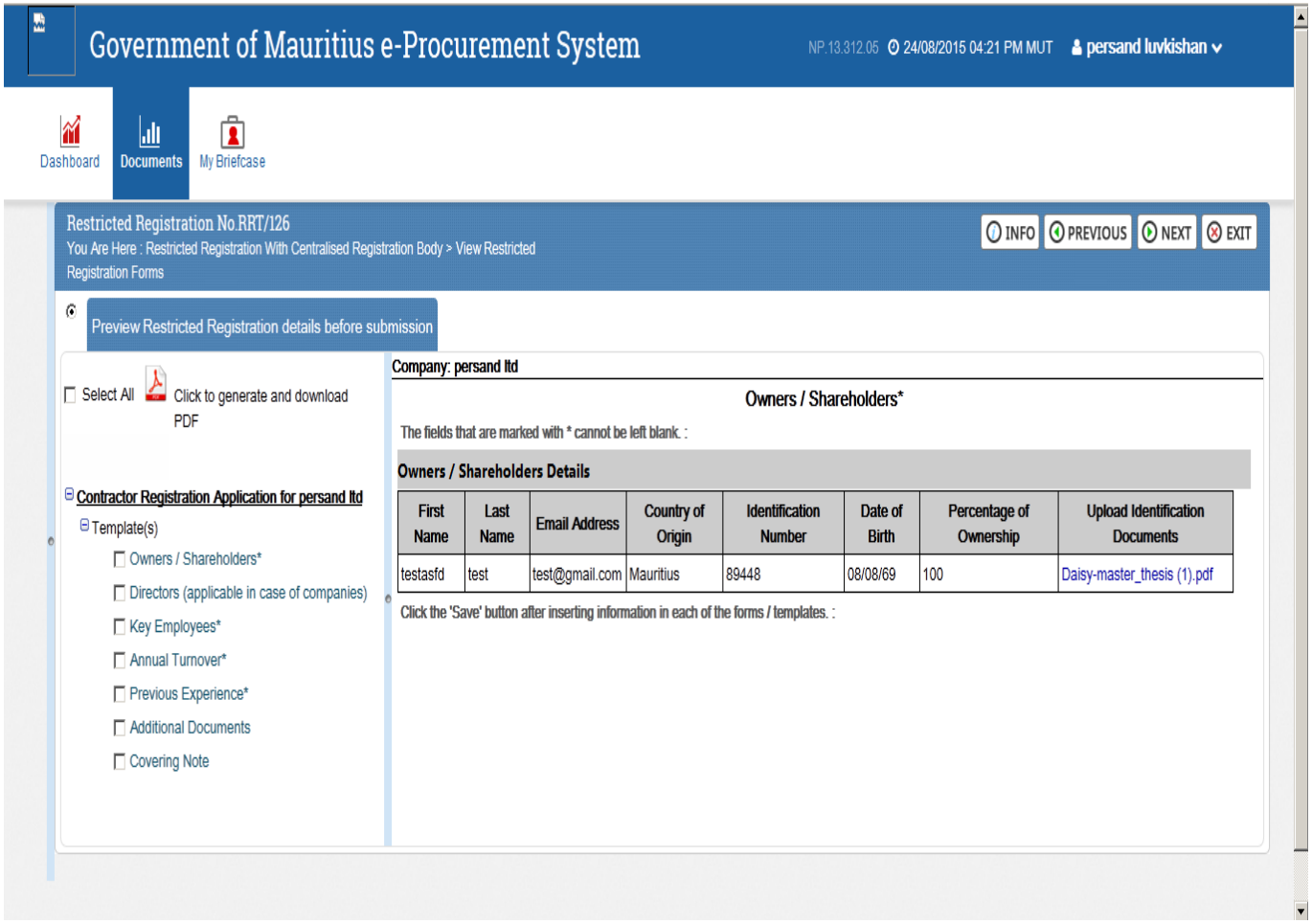
Step 8:

Refill the forms as per the amendments required by CRB.



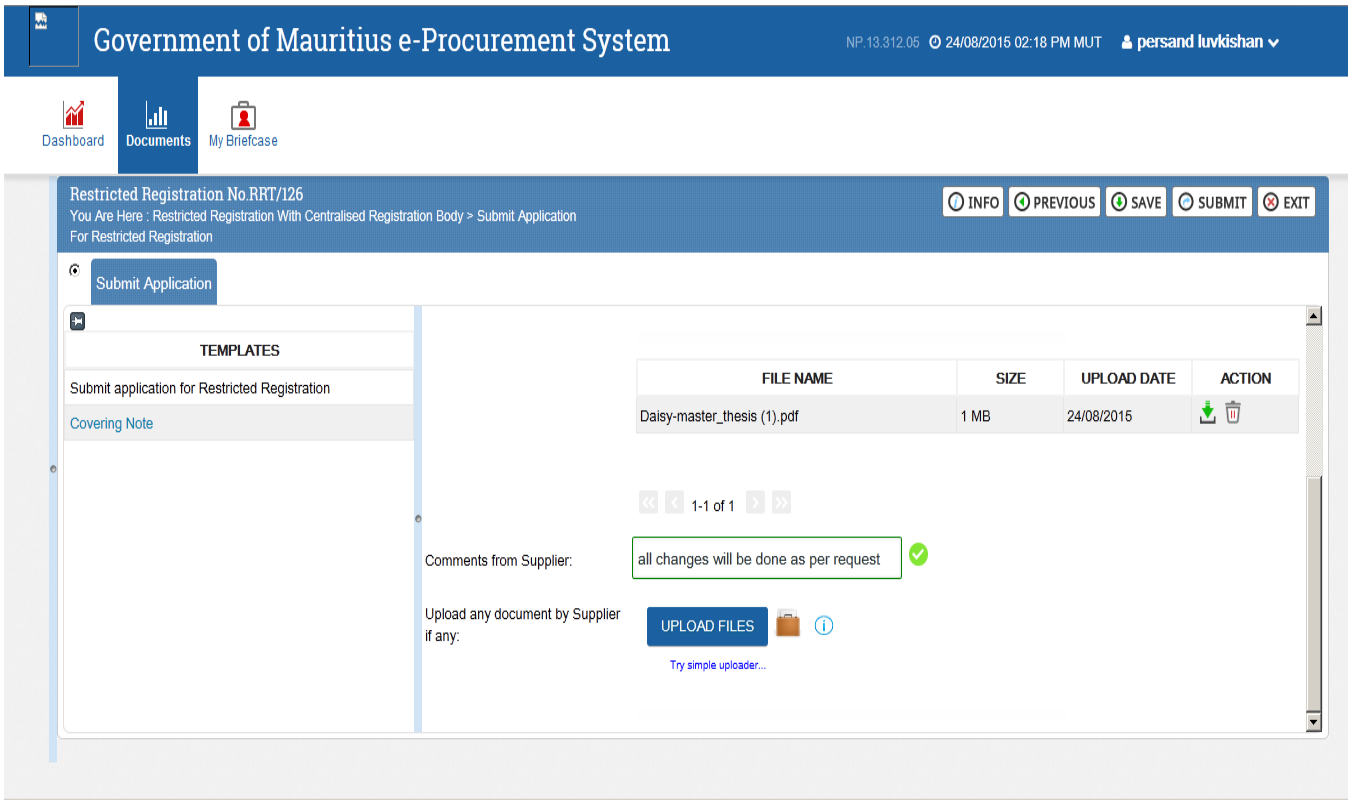
Step 9:

On this page, you can preview and download your document. Click on ***NEXT*** after viewing the documents.



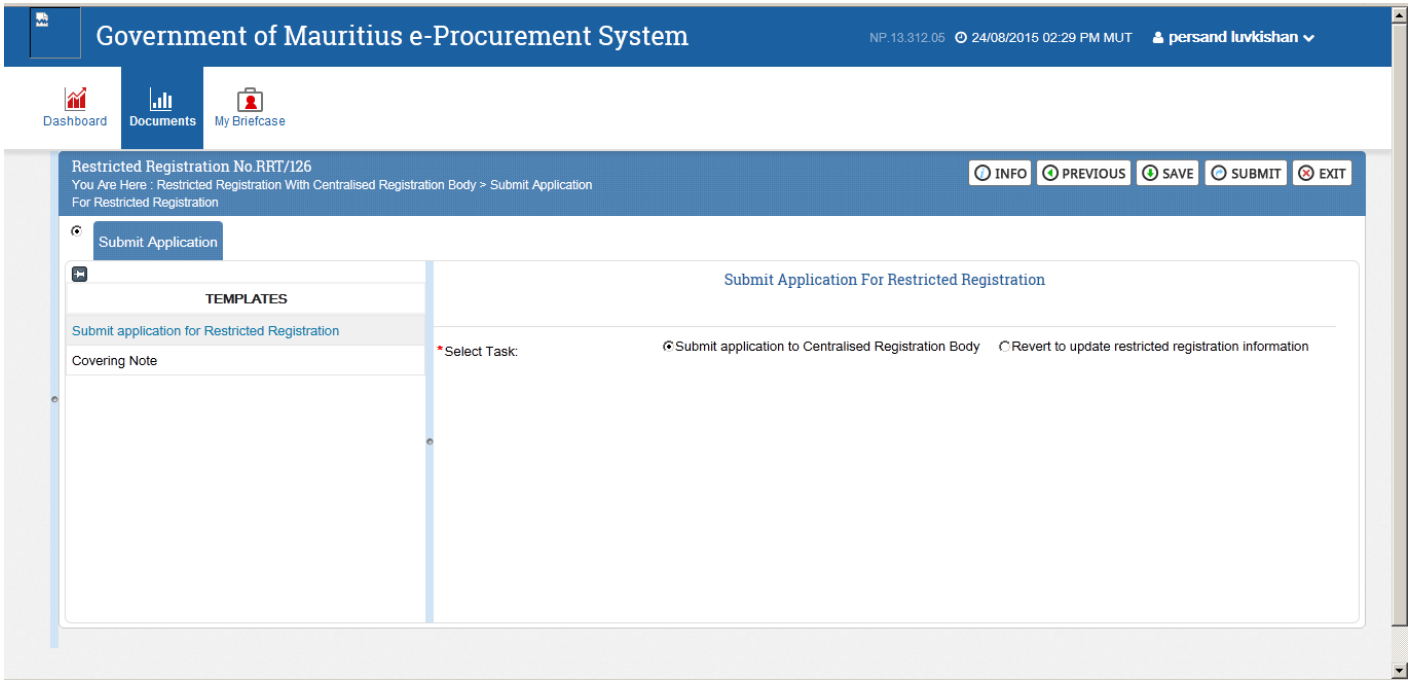
Step 10:

Select the template '***Covering Note'***. Write your comments and upload any document if needed.



Step 11:

On completing the process of providing the required information / clarification and uploading the necessary documents, you are required to follow the same process as required to submit a new application for Restricted by clicking on the ***Submit application for Restricted Registration*** and choose ***Submit application to Centralised Registration Body***. After clicking on the ***Submit*** button, your application for Restricted will be forwarded to the Central Registration Body for assessment and you will be sent a confirmatory email by the System.



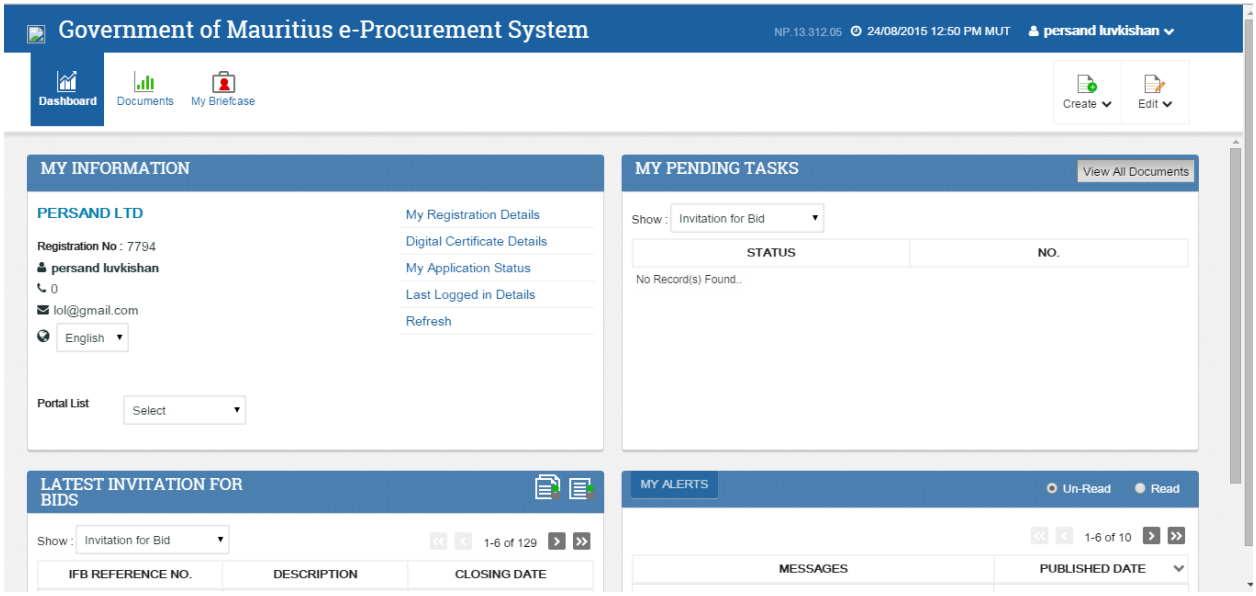
Step 12:

Only after the approval of your application for Restricted, your organization's registration status would change as registered to be Restricted on the System. At any time, should you wish to check the status of your application for Restricted, under the ***Documents*** section of the dashboard, you may select ***Restricted*** option.

Section C: Application Status/ Additional Categories

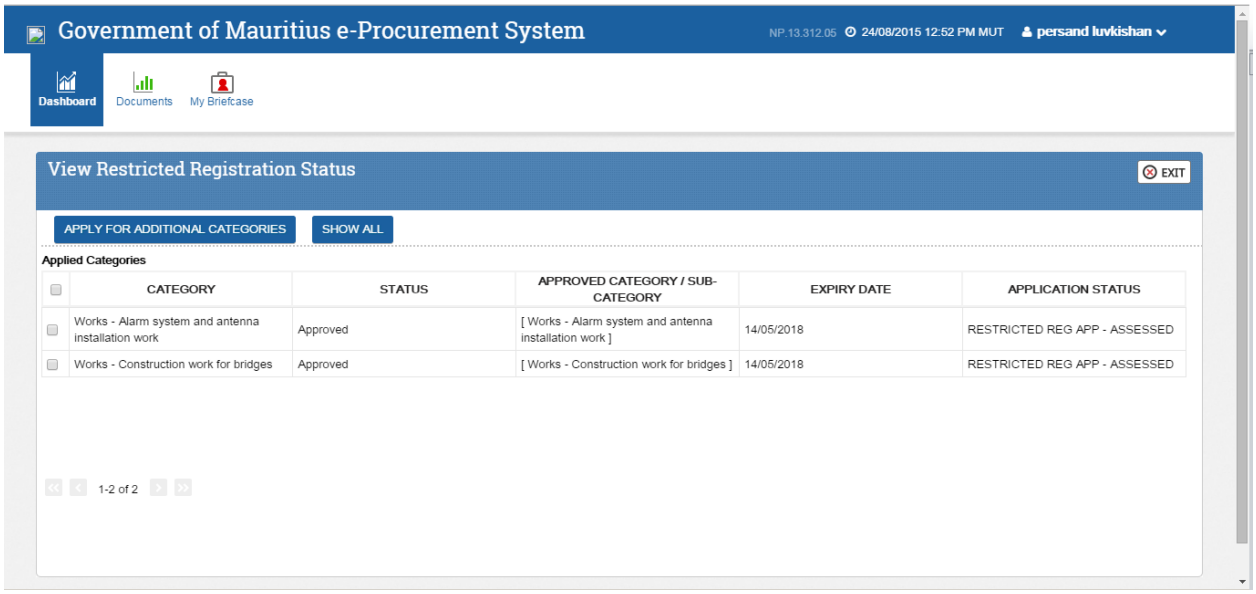
Step 1:

In order to apply make new application for additional categories, Click on ***My Application Status*** on the dashboard located in the **MY INFORMATION**.



Step 2:

Click on 'APPLY FOR ADDITIONAL CATEGORIES' to apply for additionoal categories (Follow 'Step 11' of **Section A).** The **STATUS** and **APPLICATION STATUS** allows you to know the Status of your application made to CRB.



Section D: Preview the comments from CRB

Step 1:

Click on the ***preview*** icon in order to view the comments from the CRB.

Step 2:

Click on Approval or Rejection comments. This template will include the Approval or Rejection comments as per the different categories that were applied.